



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

**Regular Meeting  
Wednesday, June 7, 2017**

**7:00 P.M. Regular Meeting**

**Community Center  
1601 Discovery Bay Boulevard**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY**

Wednesday June 7, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for May 17, 2017.
2. Approve DRAFT minutes of Budget Workshop for May 24, 2017.
3. Approve Register of District Invoices.
4. Adoption of Resolution No. 2017-09 for the Election of Directors to the SDRMA Board of Directors.
5. Approve Resolution No. 2017-10 authorizing the continuation of SDRMA employee dental and vision benefit package.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report.
2. Sheriff's Office Report.
3. CHP Report.

**E. LIAISON REPORTS**

**F. PRESENTATIONS**

1. California Consulting Representative Stephen Sanger regarding Grant Writing.
2. Herwit Engineering and Veolia Water update regarding the future of Wastewater Treatment Plant No. 1.

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding a Memorandum of Understanding with Discovery Bay Garden Club to establish a Monarch Butterfly Waystation.
2. Discussion and possible action regarding stationary electronic signboard(s).
3. Discussion and possible action regarding Regional Representatives.

**H. MANAGER'S REPORT**

1. Fiscal Year 2017-18 and Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets.
2. Water and Wastewater Manager Koehne – Water Conservation Update.

**I. INFORMATIONAL ITEMS ONLY**

**J. DIRECTORS' REPORTS**

1. Standing Committee Reports
2. Other Reportable Items

**K. GENERAL MANAGER'S REPORT**

**L. CORRESPONDENCE RECEIVED**

1. Received May 18, 2017 from Bay Area Air Quality Management District regarding public workshops.
2. Received May 23, 2017 from Restore the Delta regarding public meeting dates.
3. Received May 31, 2017 from Contra Costa County Aviation Advisory Committee regarding meeting minutes for April 13, 2017.
4. Received May 31, 2017 from Contra Costa County Aviation Advisory Committee regarding meeting minutes for May 11, 2017.

**M. FUTURE AGENDA ITEMS**

**N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

**O. CLOSED SESSION**

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (Two Potential Cases)

**P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

**Q. ADJOURNMENT**

1. Adjourn to the next regular meeting of June 21, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday May 17, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### **A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m. – By Vice-President Graves.
2. Pledge of Allegiance – Led by Vice-President Graves.
3. Roll Call – All Present with the exception of President Leete.

#### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

- Public Comment regarding Opting out of the Smart Water Meter.

Legal Counsel Attebery – Provided a background of the agenzized item regarding the smart water meter related to the research done finding no harm. There was discussion regarding the additional attorney's fees related to the opting out of the smart water meter, and whether the commenter has other related electronic devices (cell phone, internet, and computer). The direction to Legal Counsel is to negotiate a solution, including recovery of legal fees.

- Public Comment regarding Traffic on Discovery Bay Boulevard. There was a request for discussion within the District Office related to traffic along with our Town website.

#### **C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for May 3, 2017.
2. Approve Register of District Invoices.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Steele

Vote: Motion Carried – AYES: 4 – Vice-President Graves, Director Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Leete.

#### **D. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report – Interim Fire Chief Brian Helmick provided a background of East Contra Costa Fire Protection District. There was discussion regarding the Fire District related to limited resources, maintaining staff, medical emergency response, Fire District revenue situation, and providing a report at future meetings.

#### **E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of April 2017.

Project Manager Berney Sadler – Provided the details of the April 2017 Monthly Operations Report. There was discussion related to Lift Station F.

**F. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding a Contract Amendment related to the SCADA Improvement Project.

Finance Manager Breitstein – Provided details regarding the PLC Panel for the SCADA Project.

Luhdorff & Scalmanini Shobe – Provided additional details regarding the project related to the SCADA system installation by Telstar. There was discussion related to the requested dollar amount, the budgeted amount, total overage, relationships and performance.

Motion by: Director Pease to approve the contract amendment as provided by staff with the condition and the direction of staff to request that the \$3,092.33 be recovered so as to maintain budget.

Second by: Director Steele

There was one Public Commenter regarding the budgeting for the project.

Vote: Motion Carried – AYES: 4 – Vice-President Graves, Director Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Leete.

**G. INFORMATIONAL ITEMS ONLY**

None

**H. DIRECTORS' REPORTS**

1. Standing Committee Reports – Standing Communications meeting update related to the Digital Sign Board and progress on the Website.
2. Other Reportable Items – Boat Show coming up this weekend; Community Center representative will be at the Boat show.

**I. MANAGER'S REPORT**

Recreation Programs Supervisor Kaiser – Provided highlights related to the Summer Activity Guide, Summer Jam, and the summer hiring process for the Community Center. There was discussion related to the Lifeguards being hired.

Finance Manager Breitstein – Provided the details related to the first requisition for the Bond.

**J. GENERAL MANAGER'S REPORT**

1. Report on Grant Writing – Provided details regarding a representative from California Consulting related to attending our next board meeting, June 7, 2017.
2. Water Quality Report for 2016 – Provided details regarding the Annual Water Quality Report for 2016 along with an early version of the official Town of Discovery Bay Guide coming out in July. Also provided an update related to the Town website which includes a link to the Contra Costa County Telephone Emergency Notification System allowing residents to sign up and receive emergency alerts that the County has declared; this update to the website was sent out in an Email Blast.

**K. CORRESPONDENCE RECEIVED**

1. Received May 1, 2017 from Contra Costa County Supervisor Diane Burgis – Discovery Bay P-6 CAC Funding Request.

There was discussion regarding the purchase of a vehicle for the Community Services Officer.

**L. FUTURE AGENDA ITEMS**

District Representative Listing – Legal Counsel provided the details related to the item being on the agenda for the next meeting on June 7, 2017.

The regular meeting adjourned at 8:06 p.m. to the Closed Session.

**M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item N-1 and N-2.

**N. CLOSED SESSION:**

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Michael R. Davies  
Unrepresented Employee: All TODB Employees
2. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (Two Potential Cases)

**O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Legal Counsel Attebery – Reporting from Closed Session on item N-1 and N-2 and there is no reportable action.

**P. ADJOURNMENT**

1. The meeting adjourned at 8:28 p.m. to the regular meeting on June 7, 2017 beginning at 7:00 a.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-22-17

<http://www.todb.ca.gov/agendas-minutes>

DRAFT



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**MINUTES OF A BUDGET WORKSHOP  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, May 24, 2017  
BUDGET WORKSHOP – 3:30 P.M. – 5:00 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**BUDGET WORKSHOP at 3:30 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 3:30 p.m. – By President Leete
2. Roll Call – All present

**B. PUBLIC COMMENTS (Public Comments will be limited to a 3-minute time limit)**

None

**C. WORKSHOP ITEM**

1. Fiscal Year 2017-18 and Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets.

Finance Manager Breitstein – Provided details regarding the Fiscal Year 2017-18 and Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets.

There was discussion related to the items below:

- Fiscal Sustainability Performance Outlook to seek alternative revenue sources for Grants.
- Changes related to the organizational chart and the new page related to minimum wage changes.
- Tax Roll transition to a water bill (after the meter installation).
- Additional consulting services related to the Water Meter Project.
- Backordered items for the Water Meter Project (meters, boxes, and lids).
- Debt Service/Bond and the reserves.

Recreation Programs Supervisor Kaiser - Provided details regarding additional work with Green Play.

The discussion continued related to the items below:

- Relocation of the District Office.
- Wastewater Treatment Plant No. 1 related to the Oxidation Ditch, the Clarifier, along with the maintenance from Veolia.
- Presentation to the board related to Wastewater Treatment Plant No. 1.

The board concurred that the budget document is very thorough and very well done.

**D. ADJOURNMENT**

1. The meeting adjourned at 5:15 p.m. to the next Regular meeting of June 7, 2017 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-31-17

<http://www.todb.ca.gov/agendas-minutes>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

June 07, 2017

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Mike Davies, General Manager

MRD

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 416,625.84

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2016/2017

AGENDA ITEM: C-3

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On June 7, 2017  
Town of Discovery Bay CSD  
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Contra Costa County Reimbursement</b>				
Tee Janitorial & Maintenance	8807	Janitorial Service May 2017 (Z57,Z61)	05/17/17	\$80.00
Watersavers Irrigation Inc.	1828250-00	Landscape Reimb (Z61)	05/11/17	\$37.47
Watersavers Irrigation Inc.	1833196-00	Landscape Reimb (Z35)	05/19/17	\$364.11
		<b>Contra Costa County</b>	<b>Sub-Total</b>	<b>\$481.58</b>
<b>Water</b>				
Aflac	580018	Supplemental Insurance May 2017	05/25/17	\$339.17
Alhambra	13710019 051217	Bottle Water Service	05/12/17	\$12.26
Ambient Air Inc.	2	District Office Heating & AC Repair	05/15/17	\$2,680.00
Big Dog Computer	BDC33312	Laptop Repair	05/08/17	\$165.00
Big Dog Computer	BDC33315	Various IT Service Calls	05/09/17	\$73.00
Big Dog Computer	BDC33316	Software Application Repair	05/17/17	\$51.00
Big Dog Computer	BDC33317	Hardware District Office Server	05/19/17	\$432.57
Bill Brandt Ford	T113	Ford F-250 Service Truck	04/24/17	\$13,829.53
Bill Pease	MAY 2017	Expense Report May 2017	06/01/17	\$184.00
CaliforniaChoice Benefit Admin	2694060/53040	Health Insurance July 2017	05/26/17	\$4,483.55
Chris Steele	MAY 2017	Expense Report May 2017	06/01/17	\$184.00
Cintas	185604280	Mats	05/10/17	\$6.86
Cintas	185605305	Mats	05/17/17	\$6.86
Cintas	185606320	Mats	05/24/17	\$6.86
County Of Contra Costa, Dept of Info Tec	11030	Data Processing Service April 2017	05/12/17	\$19.80
Discovery Pest Control	211812	District Office Pest Control	05/16/17	\$27.20
Farwest Corrosion Control	METER DEPOSIT	Hydrant Water Meter Deposit Refund	05/12/17	\$783.68
Fastenal Company	CABRE17345	General Repair	05/12/17	\$122.92
Freedom Mailing Service, Inc	31309	Water Bill Processing April 2017	05/10/17	\$1,037.66
Gemini Group L.L.C.	116-12944	Consumer Confidence Report	05/22/17	\$3,132.56
J.W. Backhoe & Construction, Inc.	2780	Paved Various Locations	05/03/17	\$6,262.74
Kevin Graves	MAY 2017	Expense Report May 2017	06/01/17	\$230.00
Lesley Marable	MAY 2017	Expense Report May 2017	05/19/17	\$37.36
Luhdorff & Scalmanini	32849	Urban Water Management Plan	04/30/17	\$4,642.25
Luhdorff & Scalmanini	32850	PLC Upgrades April 2017	04/30/17	\$3,918.63
Office Depot	926619118001	Office Supplies	05/09/17	\$62.58
Office Depot	927443216001	Office Supplies	05/12/17	\$72.92
Office Team	48346038	Water Meter Project Temporary	05/11/17	\$427.20
Office Team	48394190	Water Meter Project Temporary	05/18/17	\$427.20
Pacific Gas & Electric	15214332312/051117	Electric & Gas Bill 04/11/17-05/10/17	05/11/17	\$5,749.61
Pacific Gas & Electric	29437218075/051017	Electric & Gas Bill 04/10/17-05/09/17	05/10/17	\$13,661.63
R & B Company	S1644341.002	Water Meter Project, Freight	05/05/17	\$61.76
ReliaStar Life Insurance Company	JRS2 457(B) 053117	457(b) 05/16/17-05/31/17	05/31/17	\$393.02
Ricoh USA, Inc	5048545839	Photocopier	05/16/17	\$127.55
Robert Leete	MAY 2017	Expense Report May 2017	06/01/17	\$138.00
SDRMA	23423	Ancillary Benefits June 2017	05/24/17	\$572.00
Sue Heintl	JUNE 2017	Expense Report June 2017	06/01/17	\$8.43
TASC	450775312003/61517	Flexible Spending June 2017	06/01/17	\$289.99
Tee Janitorial & Maintenance	8807	Janitorial Service May 2017	05/17/17	\$285.60
Telstar Instruments, Inc.	90093	Willow Lake And Well 1B PLC Upgrades	05/09/17	\$66,519.45
Univar	SJ813976	Chemicals Delivered 05/05/17	05/05/17	\$205.40
Univar	SJ813977	Chemicals Delivered 05/05/17	05/05/17	\$237.00
Univar	SJ815834	Chemicals Delivered 05/15/17	05/15/17	\$237.00
Univar	SJ815835	Chemicals Delivered 05/15/17	05/15/17	\$197.50
Upper Case Printing, Ink.	11956	Office Supplies	05/15/17	\$294.50
Veolia Water North America	68776	Monthly O&M Fee June 2017	06/01/17	\$51,250.12
William Mayer	MAY 2017	Expense Report May 2017	06/01/17	\$138.00
		<b>Water</b>	<b>Sub-Total</b>	<b>\$184,025.92</b>
<b>Wastewater</b>				
Aflac	580018	Supplemental Insurance May 2017	05/25/17	\$508.77
Alhambra	13710019 051217	Bottle Water Service	05/12/17	\$18.39
Ambient Air Inc.	2	District Office Heating & AC Repair	05/15/17	\$4,020.00
Big Dog Computer	BDC33312	Laptop Repair	05/08/17	\$247.50
Big Dog Computer	BDC33315	Various IT Service Calls	05/09/17	\$109.50

Big Dog Computer	BDC33316	Software Application Repair	05/17/17	\$76.50
Big Dog Computer	BDC33317	Hardware District Office Server	05/19/17	\$648.85
Bill Brandt Ford	T113	Ford F-250 Service Truck	04/24/17	\$20,744.30
Bill Pease	MAY 2017	Expense Report May 2017	06/01/17	\$276.00
Calco Fence, Inc.	17-135	PG&E Funded Project, Community Center Pool Gate	05/10/17	\$2,553.00
CaliforniaChoice Benefit Admin	2694060/53040	Health Insurance July 2017	05/26/17	\$6,725.32
Chris Steele	MAY 2017	Expense Report May 2017	06/01/17	\$276.00
Cintas	185604280	Mats	05/10/17	\$14.20
Cintas	185604280	Uniforms	05/10/17	\$10.30
Cintas	185605305	Mats	05/17/17	\$14.20
Cintas	185605305	Uniforms	05/17/17	\$10.30
Cintas	185606320	Mats	05/24/17	\$14.20
Cintas	185606320	Uniforms	05/24/17	\$10.30
County Of Contra Costa, Dept of Info Tec	11030	Data Processing Service April 2017	05/12/17	\$29.70
Discovery Pest Control	213161	WWTP#1 Pest Control	05/05/17	\$70.00
Discovery Pest Control	211812	District Office Pest Control	05/16/17	\$40.80
Kevin Graves	MAY 2017	Expense Report May 2017	06/01/17	\$345.00
Lesley Marable	MAY 2017	Expense Report May 2017	05/19/17	\$56.05
Office Depot	926619118001	Office Supplies	05/09/17	\$93.87
Office Depot	927443216001	Office Supplies	05/12/17	\$109.38
Pacific Gas & Electric	11819422624/050917	Electric & Gas Bill 04/07/17-05/08/17	05/09/17	\$2,968.96
Pacific Gas & Electric	73121157587/051217	Electric & Gas Bill 04/11/17-05/10/17	05/12/17	\$32,935.21
ReliaStar Life Insurance Company	JRS2 457(B) 053117	457(b) 05/16/17-05/31/17	05/31/17	\$589.53
Ricoh USA, Inc	5048545839	Photocopier	05/16/17	\$191.34
Robert Leete	MAY 2017	Expense Report May 2017	06/01/17	\$207.00
SDRMA	23423	Ancillary Benefits June 2017	05/24/17	\$858.01
Sue Heint	JUNE 2017	Expense Report June 2017	06/01/17	\$12.65
TASC	450775312003/61517	Flexible Spending June 2017	06/01/17	\$434.98
Tee Janitorial & Maintenance	8807	Janitorial Service May 2017	05/17/17	\$428.40
Veolia Water North America	68776	Monthly O&M Fee June 2017	06/01/17	\$76,875.19
William Mayer	MAY 2017	Expense Report May 2017	06/01/17	\$207.00

**Wastewater Sub-Total \$152,730.70**

**Grand Total \$337,238.20**

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On June 7, 2017  
Town of Discovery Bay, D.Bay L&L Park #8  
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Zone 8</b>				
Bill Brandt Ford	162592	Vehicle Oil Change	05/16/17	\$47.82
Cintas	185604280	Uniforms	05/10/17	\$48.39
Cintas	185605305	Uniforms	05/17/17	\$48.39
Cintas	185606320	Uniforms	05/24/17	\$48.39
Cleary Bros Landscape, Inc.	176441	Landscape Maintenance Clipper Dr.	05/08/17	\$1,800.00
Comcast	8155400350357156/517	Internet Service	05/15/17	\$169.80
Commercial Tree Care	28781	Tree Maintenance	04/29/17	\$1,515.00
Delta Debris Box Service	1322845	20Yd Trash Pull & Replace	04/30/17	\$610.30
Delta Debris Box Service	1322860	40Yd Green Pull & Replace	04/30/17	\$582.00
East Contra Costa Fire District	072016-06302017	Fire Station Rent 2016-2017	05/17/17	\$7,800.00
Pacific Gas & Electric	08692589941/051017	Electric & Gas Bill 04/07/17-05/08/17	05/10/17	\$496.04
Pacific Gas & Electric	5939734421-5/051617	Electric & Gas Bill 04/18/17-05/16/17	05/16/17	\$8,268.35
Tee Janitorial & Maintenance	8807	Janitorial Service May 2017	05/17/17	\$720.00
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 4/01/17-4/30/17	04/30/17	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 4/01/17-4/30/17	04/30/17	\$1,215.20
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 4/01/17-4/30/17	04/30/17	\$75.74
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 4/01/17-4/30/17	04/30/17	\$204.00
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 4/01/17-4/30/17	04/30/17	\$29.92
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 4/01/17-4/30/17	04/30/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 4/01/17-4/30/17	04/30/17	\$66.26
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 4/01/17-4/30/17	04/30/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 4/01/17-4/30/17	04/30/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 4/01/17-4/30/17	04/30/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 4/01/17-4/30/17	04/30/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 4/01/17-4/30/17	04/30/17	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 4/01/17-4/30/17	04/30/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 4/01/17-4/30/17	04/30/17	\$68.12
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 4/01/17-4/30/17	04/30/17	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 4/01/17-4/30/17	04/30/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 4/01/17-4/30/17	04/30/17	\$25.18
Town of Discovery Bay, CSD	521	Payroll Reimbursement April 2017	05/19/17	\$28,239.98
<b>Total</b>				<b>\$52,366.88</b>
<b>Community Center</b>				
Alhambra	13710019 051217	Community Center-Bottle Water Service	05/12/17	\$42.62
Big Dog Computer	BDC33298	Community Center-Device Addition	05/08/17	\$560.00
Big Dog Computer	BDC33314	Community Center-IT Service Call	05/09/17	\$95.00
Cintas	185604280	Community Center-Mats	05/10/17	\$53.90
Cintas	185605305	Community Center-Mats	05/17/17	\$63.76
Cintas	185606320	Community Center-Mats	05/24/17	\$63.76
Contra Costa Fire Equipment	1911	Community Center-Safety Equipment	05/11/17	\$185.31
Department of Justice	233609	Community Center-Pre Employment Screening	05/03/17	\$49.00
Leslie's Pool Supplies, Inc.	27-357272	Community Center-Pool Chemicals	05/08/17	\$294.94
Leslie's Pool Supplies, Inc.	27-357373	Community Center-Pool Maintenance	05/09/17	\$195.55
Leslie's Pool Supplies, Inc.	27-357846	Community Center-Pool Chemicals	05/15/17	\$294.94
Lucia Peters	11	Community Center-Program Fees	04/19/17	\$598.50
Lucia Peters	12	Community Center-Program Fees	05/19/17	\$189.00
Office Depot	925817552001	Community Center-Office Supplies	05/05/17	\$217.29
Pacific Gas & Electric	57028395986/051017	Community Center-Electric & Gas Bill 04/07/17-05/08/17	05/10/17	\$2,820.65
Safety Drivers Ed, LLC	51517	Community Center-Program Fees	05/15/17	\$87.75
Safety Drivers Ed, LLC	51517B	Community Center-Program Fees	05/16/17	\$29.25

Smeared Paint	52620171501	Community Center-Program Fees	05/11/17	\$175.00
Tee Janitorial & Maintenance	8807	Community Center-Janitorial Service May 2017	05/17/17	\$260.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 4/01/17-4/30/17	04/30/17	\$39.27
Town of Discovery Bay, CSD	9-900-000-002-603	Community Center-Water Bill 4/01/17-4/30/17	04/30/17	\$514.43
			<b>Total</b>	<b>\$6,829.92</b>
			<b>Grand Total</b>	<b>\$59,196.80</b>

**Request For Authorization To Pay Invoices (RFA)  
 For The Meeting On June 7, 2017  
 Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)  
 For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Belson Outdoors, Inc.	151751	Ravenswood Park Drinking Fountain	05/15/17	\$6,040.00
Cintas	185604280	Uniforms	05/10/17	\$53.58
Cintas	185605305	Uniforms	05/17/17	\$53.58
Cintas	185606320	Uniforms	05/24/17	\$53.58
East Contra Costa Fire District	072016-06302017	Fire Station Rent 2016-2017	05/17/17	\$7,800.00
Pacific Gas & Electric	04033779523/050917	Electric & Gas Bill 04/07/17-05/08/17	05/09/17	\$52.42
Tee Janitorial & Maintenance	8807	Janitorial Service May 2017	05/17/17	\$280.00
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 4/01/17-4/30/17	04/30/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 4/01/17-4/30/17	04/30/17	\$268.78
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 4/01/17-4/30/17	04/30/17	\$49.16
Town of Discovery Bay, CSD	522	Payroll Reimbursement April 2017	05/19/17	\$5,514.56
			<b>Total</b>	<b>\$20,190.84</b>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

June 7, 2017

**Prepared By:** Michael R. Davies, General Manager  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Adoption of Resolution No. 2017-09 for the Election of Directors to the SDRMA Board of Directors.

### Recommended Action

It is recommended that the Board of Directors adopt Resolution Number 2017-09 and to authorize the President of the Board to cast four votes for SDRMA Board of Directors Candidates: Unruh, Scheafer, Aranda and Bracy.

### Executive Summary

The Town of Discovery Bay is a member of the Special District Risk Management Authority (SDRMA). The SDRMA is a California Joint Powers Authority that provides a variety of casualty, liability and health care insurance services for its member agencies.

The Town has received an Official Ballot calling for the election of members to the SDRMA Board of Directors. There are presently four available seats. The names and titles of the seven candidates running for the Special District Risk Management Authority Board of Directors are:

1. Timothy Unruh – District Manager, Kern County Cemetery District No. 1.
2. James M. Hamlin – (Jim) Board Director, Burney Water District.
3. Mike Scheafer – (INCUMBENT) Director/President, Costa Mesa Sanitary District.
4. Michael J. Karen – Board Director, Apple Valley Fire Protection District.
5. David Aranda – (INCUMBENT) General Manager, Mountain Meadows Community Services District.
6. Cindi Beaudet – General Manager, Temecula Public Cemetery District.
7. Jean Bracy, SDA - (INCUMBENT) Deputy Director Administration, Mojave Desert Air Quality Management District.

Candidates Statement of Qualifications are attached for your review.

Staff has reviewed the qualifications of the candidates and recommends that the three incumbent candidates and Timothy Unruh receive the vote of the Town of Discovery Bay. The incumbents possess considerable experience and Mr. Unruh appears to have the qualifications, knowledge and experience to serve the SDRMA Board well.

The signed Official Election Resolution Ballot must be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30PM on August 29, 2017.

### Previous Relevant Board Actions for This Item

July 1, 2015 – Consent

### Attachments

- 1) Resolution Number 2017-09
- 2) SDRMA Candidates Statement of Qualifications

AGENDA ITEM: C-4



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2017-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT  
AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 – Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Town of Discovery Bay Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

**OFFICIAL 2017 ELECTION BALLOT  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**

- TIMOTHY UNRUH**  
District Manager, Kern County Cemetery District No. 1
- JAMES M. HAMLIN**  
(Jim) Board Director,  
Burney Water District
- MIKE SCHEAFER**  
(INCUMBENT)  
Director/President, Costa Mesa  
Sanitary District
- MICHAEL J. KAREN**  
Board Director, Apple Valley Fire Protection District
- DAVID ARANDA (INCUMBENT)**  
General Manager, Mountain Meadows Community Services District

- ❑ **CINDI BEAUDET**  
General Manager, Temecula Public Cemetery District
  
- ❑ **JEAN BRACY, SDA (INCUMBENT)**  
Deputy Director Administration, Mojave Desert Air Quality Management District

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 7<sup>th</sup> DAY OF June 2017.

---

Robert Leete  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on June 7, 2017, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Michael R. Davies, Board Secretary

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate Timothy Unruh  
District/Agency Kern County Cemetery District No.1  
Work Address 18662 Santa Fe Way, PO Box 354, Shafter, CA 93263  
Work Phone 661-746-3921 Home Phone 661-746-6725

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

The work of SDRMA is critical to the everyday operations of a Special District. Knowing that the district and the board is protected gives a 'Peace of Mind' to our daily operations. Sitting on this Board will give me an opportunity to give back to SDRMA and its membership. As a manager of a moderate sized Special District, I am especially interested in maintaining an involvement from that small district perspective. It is imperative that SDRMA maintains cost effective service to the Special District community and it's important that smaller districts have a voice in their insurance needs.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I spent three years as a Director for CSDA including one year as Legislation Committee Chairman. I currently sit on the CSDA Legislation Committee and am a Special District Administrator (SDA). Our District is in its fourth term as a District of Distinction which now includes the Transparency Certification. I currently sit as a Director with a city appointment on Kern Mosquito and Vector board. I have been a Director of the California Association of Public Cemeteries for 15 years and currently am Chairman of the Legislation Committee. I have been involved with the Kern County Special Districts Association since 1995 from when we worked to obtain LAFCo representation for Special Districts.

Most importantly, I have been a manager for the Kern County Cemetery District for 30 years and work daily to keep our cemetery district strong and effective in our community. To that end, I have the SDRMA General Safety Specialist Certification and with that training I work for a compliant, safe and healthy working relationship with our staff.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I feel that community history is very important and am a volunteer with the local Historical Society. I also have sat on the local school board and have been involved with our youth through our church as well as our community through sports and especially by giving our young people a safe and entertaining place to visit after our home football games.

This being said, I feel that I am a committed and thorough person who knows that to get things done you must be involved and be able to think out of the box in difficult situations. You must listen to those around you and sometimes that means keeping one's mouth shut.

I have worked as a Manager for many years and understand the needs of special districts. What SDRMA offers is an integral part of special district operations and I feel that I can bring a passion for the practical needs of Special Districts.

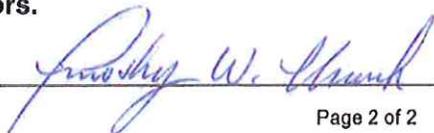
**What is your overall vision for SDRMA? (Response Required)**

SDRMA has shown great concern for the Special Districts in California as is seen in their commitment to meeting our insurance needs. This is done by listening to the membership and continuing to work on being a better and complete insurance stop. I feel that the Health Insurance part of their programs will be the next large growth area. As we deal with PERB's and the needs of our work force, this area will help to meet the needs of our agencies.

Their education is excellent and they have defined their role in local government very well. It will be necessary to maintain this role and work to educate the membership. SDRMA's commitment to be a cost-effective insurance provider has work well in the past and will continue to do so as long as the Board and staff work together to fulfill their mission statement.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date: April 24, 2017

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate James M. Hamlin (Jim)  
District/Agency Burney Water & Sewer District  
Work Address 20541 Burney Court, Burney, Ca. 96013  
Work Phone (530) 335-2040 Home Phone (530) 335-2040

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

Able to look at actual evidence. Being able to set adequate rates for both  
Insurance program and districts. SDRMA needs to operate as a business.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Served on hospital district for 24 1/2 years, California Hospital District board  
for 8 years, Burney water Sewer board for three years. I had my own insurance  
brokerage for 43 years. I did not have an E & O Claim.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?  
**(Response Required)**

see previous question

What is your overall vision for SDRMA? **(Response Required)**

SDRMA must operate as a viable business. Many district carriers and board members are reluctant to raise rates. When I served on Ca. Hospital Board, many of the board members were not willing to operate as a business because it would affect their hospitals bottom line.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M. Hamble Date 4-1-2017

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate **MIKE SCHEAFER**  
District/Agency **COSTA MESA SANITARY DISTRICT**  
Work Address **1551-B BAKER ST, COSTA MESA, CA 92626**  
Work Phone **714-435-0300** Home Phone **714-552-9858**

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As an incumbent on the SDRMA Board I wish to continue providing the service and knowledge that I have been consistent with during my current term. As an insurance professional for over 44 years I bring the experience needed to manage the risks Districts are faced with. Over my term I have consistently made decisions to provide the protections necessary at the most affordable cost. Districts continue to encounter new challenges to their risk management programs. My years of experience, my continued involvement in insurance education and my desire to protect make me a sound choice to continue on the Board of SDRMA.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Current SDRMA Board Member. President Costa Mesa Sanitary District Board of Directors. Former City Councilmember for the City of Costa Mesa. Former Parks and Recreation Commissioner for the City of Costa Mesa.

Leadership positions, including Board President for the following: Little League Baseball, Boys and Girls Club of the Harbor Area, Costa Mesa Senior Center, The Albert Dixon Memorial Foundation (non profit providing funds for other non-profit agencies).

Over 30 years experience with Lions Clubs International. Served as District Governor, Club President several times. Chaired the California Convention Committee several times. Membership in the organization continues.

My leadership role in all these organizations gave, and give, me experience in the risks that face each. My insurance experience helps me make prudent decisions when challenged with those risks.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

Many of the organizations that I have either been elected to or volunteered for quickly put me in a leadership role. They recognized my ability to handle the risks and challenges the organizations meet. I was able to steer those organizations in a clear path to minimize the risk.

I continue to hold a teaching credential in Insurance Education with the local community college District. Additionally I was a professor of Insurance Continuing Education for many years. I have a passion for passing on the knowledge I have acquired over my career.

I have always faced the risk management challenges of any organization with the confidence that the desired outcomes would be realized.

**What is your overall vision for SDRMA? (Response Required)**

My vision is to continue providing the protection and service to the Special Districts that make them strong in their risk management efforts. I will continue to work for those ends while keeping strong my conviction that rates need to be adequate yet affordable for the Districts.

New technologies, changes in legislation, make it extremely difficult for Districts to keep up with the factors posing new challenges to risk management, insurance, etc. My experience in those areas, my position as an elected official, make me keenly aware of how to protect the Districts.

I will continue to be committed to making SDRMA the leader in protecting the risk management needs of our Special Districts.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_



Date \_\_\_\_\_

4/25/17





**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted.** No statements are endorsed by SDRMA.

Nominee/Candidate David Aranda  
District/Agency Mountain Meadows Community Services District  
Work Address 17780 Highline Rd - Tehachapi CA 93561  
Work Phone 661-822-7616 Home Phone 661-300-1231

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

Working with six other board members and the staff,  
as a team is challenging and rewarding.  
Over the years of my service on the SDRMA Board  
I hope the members have found my input to be  
beneficial and it is my desire to continue to look  
after the members receiving the best service at a  
fair cost.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Service on SDRMA  
Service on SOWCA - I was part of the group that  
consolidate two entities into one entity which was  
very cost effective.  
Service on SDLF  
Past service on CSDA - current Education Committee member

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

**(Response Required)**

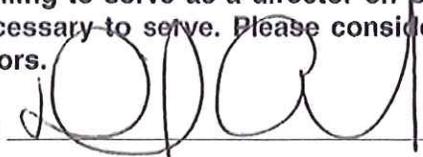
Serving as a General MANAGER over the past twenty plus years and serving as a Board Member ASISTS me in understanding the proper process that benefits the operation of SDRMA  
Eighteen years of experience with SDRMA provides a good knowledge base to benefit the members

What is your overall vision for SDRMA? **(Response Required)**

- 1) Continue to provide excellent service
- 2) Continue the balance of a financially strong pool that provides great policy coverage at the best pricing possible!
- 3) Serve the members with cutting edge software customer service oriented employees and a Board that remembers who we are serving!

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates -- no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Cindi Beaudet		
District/Agency	Temecula Public Cemetery District		
Work Address	41911 C Street, Temecula CA 92592		
Work Phone	(951)699-1630	Home Phone	(951)541-8736

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As a member of SDRMA, I've learned first hand the risk and challenges that comes with my type of Special District. I think it is important to have an active and knowledgeable voice representing our industry and districts and that understands the role special districts play and their importance. I will bring sound policy principles to the table and work with my fellow board members in the spirit of collaboration to ensure SDRMA continues to be a cost effective, high quality risk management service.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have played an active role in the cemetery industry in both the private sector and with special districts for almost two decades and was elected in 2006 to the Board of California Association of Public Cemeteries (CAPC). While on the Board for CAPC one of my roles was Education Committee Chair, working with executive staff to identify learning and certification opportunities for our members. This experience has provided me with the skills and knowledge of board development, procedures, protocol and policy development.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

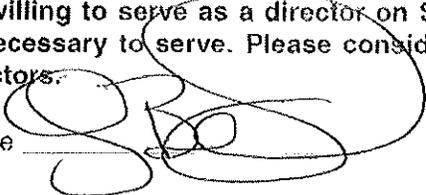
Since 2004 I have served as General Manager to the Temecula Public Cemetery District. I consider myself to be well versed in cemetery leadership, risk mitigation, best management practices and risk reduction. I hold a life insurance license from the State of California. I am an advocate for the cemetery profession, serving as a formal mentor for CAPC. I am engaged and involved heavily in my community and understand first hand the challenges and risk associated with cemetery operations and management.

**What is your overall vision for SDRMA? (Response Required)**

My overall vision for SDRMA is that it appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner, considering the size, scope and nuances of each type of public agency. This thoughtful consideration will provide better service to our members while maintaining the cost effective quality programs SDRMA continues to offer.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/27/17

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate    Jean Bracy, SDA  
District/Agency        Mojave Desert Air Quality Management District  
Work Address            14306 Park Ave., Victorville, CA 92392  
Work Phone              760-245-1661

**Why do you want to serve on the SDRMA Board of Directors?**

I have served on the SDRMA Board of Directors since 2010. In 2017 I was elected by the Board to be the **Board President**. The Board strives to provide a variety of avenues for members to be successful and has adopted many important programs and policies aimed to provide members **cost effective coverage**. Each year, the Board **carefully considered** rates for services and from 2009 to 2016 voted to hold rates flat for the property/liability program. Through strategic planning SDRMA has a **strong financial base**. SDRMA has included **Cyber Coverage**; provided a **FREE Law Legal Hotline**; established a **multiple-policy discount (5%)** for each member who belongs to both the property/liability and the workers compensation programs; shares investment earnings with members through a **longevity distribution**; established the **loss prevention allowance funds** which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA **interactive website**; provided **FREE online training** through Target Solutions; launched a **Safety Specialist Certificate** program; and contracted with Company Nurse to provide **FREE screening services** for work-related injury cases. I have worked closely with SDRMA for **17 years**. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

I am serving my eighth year on the SDRMA Board of Directors and in 2017 I am the Board President. I am serving my fifth year on the Board of Directors for the **Special District Leadership Foundation (SDLF)** and I am the Board Secretary. On this Board I have been part of the continuing expansion of the SDLF programs, including the premier program, **District of Distinction**, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Deputy Director – Administration for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA), statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

**What is your overall vision for SDRMA?**

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to see members educated to be wise in their management to reduce costs and deliver their very important missions to their communities. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature  Date 2-27-17



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

June 7, 2017

**Prepared By:** Michael Davies, General Manager  
**Submitted By:** Michael Davies, General Manager

MRD

### Agenda Title:

Approve Resolution No. 2017-10 authorizing the continuation of SDRMA employee dental and vision benefit package.

### Recommended Action

Approve Resolution No. 2017-10 authorizing the continuation of SDRMA dental and vision benefit plans for Town employees.

### Executive Summary

Currently, the Town offers SDRMA Delta Dental and VSP Vision benefit plans to employees. This is an employee elective benefit and the Town pays the full coverage cost of each participating employee. The participating employee pays the cost of adding any additional family members to their plan.

The current annual cost to the Town per participating employee is: Dental - \$504 Vision - \$130 Total: \$634.00

The Town's offering of employee dental and vision benefits is set to expire at the end of this fiscal year.

Board approval would eliminate the expiration of benefits and continue the current SDRMA Delta Dental and VSP Vision coverage plans as an on-going employee elective benefit.

### Previous Relevant Board Actions for This Item

### Attachments

Resolution No. 2017-10

AGENDA ITEM: C-5



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2017-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
REGARDING EMPLOYEE DENTAL AND VISION BENEFIT COVERAGE**

WHEREAS, for Fiscal Year 2016-17 the Town of Discovery Bay Community Services District employs 18 authorized Full Time Equivalents (FTE), and in the future there may be more or fewer authorized positions that perform the day to day functions of the District; and

WHEREAS, all budgeted and authorized Full Time and Part Time positions (who work a minimum of 30 hours per week on an annual basis) are covered by this Resolution; and

WHEREAS, previously, in December 2013, the Board offered Special District Risk Management Association (SDRMA) dental and vision coverage for employees and their families, with those costs to be borne by the employee as approved by Resolution No. 2013-22; and

WHEREAS, previously, in December 2015, the Board approved by Resolution 2015-18 that SDRMA dental and vision benefit coverage shall remain in place for employees and their families as previously adopted in Resolution No. 2013-22; and

WHEREAS, since December 2016, the Town has offered SDRMA dental and vision benefit coverage for employees and their families, with the Town paying the full cost of employee only coverage; and

WHEREAS, on July 1, 2017, the current SDRMA dental and vision benefit coverage provided by the Town for employees and their families will expire; and

WHEREAS, the Town desires to continue providing employees and their families SDRMA dental and vision coverage, with the Town paying the full cost of employee only coverage; and,

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Town will continue to provide employees and their families SDRMA dental and vision coverage, with the Town paying the full cost of the employee only coverage.

SECTION 2. That this action shall take effect on July 1, 2017.

PASSED, APPROVED AND ADOPTED THIS 7<sup>th</sup> DAY OF JUNE, 2017.

\_\_\_\_\_  
Robert Leete  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 7, 2017, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Michael R. Davies  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

June 7, 2017

**Prepared By:** Mac Kaiser, Recreation Programs Coordinator  
**Submitted By:** Michael R. Davies General Manager

MRD

### Agenda Title

Discussion and possible action regarding a Memorandum of Understanding with Discovery Bay Garden Club to establish a Monarch Butterfly Waystation.

### Recommended Action

Authorize the Town Manager to enter into a Memorandum of Understanding between the Town and the Discovery Bay Garden Club.

### Executive Summary

In 1997, conservationists began recording Monarch butterfly populations so that by 2015, it was determined that their population had decreased by 90%.

Monarch butterflies are now currently classified as "threatened" and are under consideration by the US Fish and Wildlife for protection under the Endangered Species Act.

Monarchs can fly up to 2,500 miles to overwinter and they are the only butterfly to migrate both directions. One way man can help these butterflies survive is to plan what the Monarch Watch organization is calling a "Monarch Waystation".

The Discovery Bay Garden Club is therefore proposing the creation of a Monarch Waystation in the Town of Discovery Bay that would be located at the Discovery Bay Community Center. This area is centrally located near elementary schools and has the potential of becoming a favorite place for science teachers to take their students on a field trip to witness the phenomenon of metamorphosis.

The Discovery Bay Garden Club and the Town of Discovery Bay have determined that, at this time, it would be to their mutual advantage and the public benefit to cooperate in the creation of a Monarch Butterfly Waystation at the Discovery Bay Community Center.

Therefore staff has created this Memorandum of Understanding between the Discovery Bay Garden Club and the Town outlining the terms and conditions of this partnership.

Authorize the Town Manager to enter into a Memorandum of Understanding between the Town and the Discovery Bay Garden Club.

### Fiscal Impact:

**Amount Requested \$ None**

**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**

**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

### Previous Relevant Board Actions for This Item

None

### Attachments

DRAFT Memorandum of Understanding Between Discovery Bay Garden Club and The Town of Discovery Bay CSD, California

**Memorandum of Understanding  
Between  
Discovery Bay Garden Club  
and  
The Town of Discovery Bay CSD, California**

**I. Purpose**

This Memorandum of Understanding (“MOU”) is entered into by and between the Discovery Bay Garden Club (“DBGC”) and the Town of Discovery Bay CSD (“Town”); (collectively, the “Parties”). The purpose of this MOU is to establish an agreement for the framework of cooperation between DBGC and the Town in the use of the Discovery Bay Community Center (collectively, the “Property”), for the establishment, operation, and maintenance of a Monarch Butterfly Waystation. Cooperation is in the interest of both parties because it would enable both parties to fulfill their common missions and goals that will benefit the local community.

Whereas, the Property is owned by and under the jurisdiction of the Town, and

Whereas, the Town has authority to operate and administer the property under its jurisdiction for the use and enjoyment of the public, including for recreation purposes, and

Whereas, the DBGC Monarch Butterfly Waystation would be operated at a mutually agreed to location on the grounds of the Discovery Bay Community Center, and

Whereas, the DBGC and the Town have determined that, at this time, it would be to their mutual advantage and the public benefit to cooperate in the creation of a Monarch Butterfly Waystation, and

Whereas, DBGC President and the Town are authorized to enter into this MOU,

Now, therefore in consideration of the mutual promises and covenants contained herein, DBGC and the Town mutually agree as follows:

**A. Town Responsibilities**

- 1 The Town will provide the use of a mutually agreed to garden area at the Discovery Bay Community Center, at no charge to the DBCG, for the purpose of establishing a Monarch Butterfly Waystation.
- 2 The Town is not responsible for any replacement, maintenance and/or cleanliness of the Monarch Butterfly Waystation.
- 3 The Town will provide suitable irrigation to the selected site for the Monarch Butterfly Waystation.

- 4 The Town will refrain from using pesticides directly on the Monarch Butterfly Waystation; however, the Town does use pesticides and other chemical agents in nearby areas. The Town does not guarantee or warrant against the inadvertent exposure of such products to the Monarch Butterfly Waystation area.
- 5 The Town reserves the right to change locations and/or eliminate the DBGC Monarch Butterfly Waystation at any time, with or without reason or cause. This includes the removal of signs, fixtures and any other items associated with the Monarch Butterfly Waystation.
- 6 Any signs, fixtures, plants and other items placed or erected on the Community Center grounds must first be approved by the Town. If any such items are removed by the Town, the Town will make reasonable efforts to return salvageable items to DBGC.
- 7 The Town does not warrant the success of the Monarch Butterfly Waystation, nor is the Town responsible for any damage, theft or destruction of property and plants (whether intentional or unintentional) associated with the Monarch Butterfly Waystation.

**B. DBGC Responsibilities:**

- 8 DBGC understands and agrees that the Town reserves the right to change locations and/or eliminate the DBGC Monarch Butterfly Waystation at any time, with or without reason or cause. This includes the removal of signs, fixtures, plants and any other items associated with the Monarch Butterfly Waystation.
- 9 DBGC shall be responsible for the selection, purchase, and installation of all plants and related planting materials.
- 10 DBGC shall be responsible for all regular and ongoing maintenance and cleanliness for the Monarch Butterfly Waystation.
- 11 DBGC understand and agrees that permission given to DBGC, including its members, agents, volunteers and associates to be on Community Center grounds or any portion thereof, can be revoked by Town at any time, with or without cause.
- 12 DBGC understands and agrees that Town shall not be liable to DBGC, including its members, agents, volunteers and associates for any direct or indirect costs or losses associated with the operation, location change or termination of the Monarch Butterfly Waystation.
- 13 DBGC acknowledges that the Town will refrain from directly applying pesticides to the Monarch Butterfly Waystation. DBGC further acknowledges that the Town does not guarantee or warrant against the inadvertent exposure of pesticides or other chemical agents to the Monarch Butterfly Waystation.

## II. **General Provisions:**

- A. Details for implementation of the provisions of the MOU that are not specified herein may be specified at a later, appropriate time in written addenda to the MOU, signed by both Parties. Upon execution, the addenda shall automatically be incorporated into this MOU.
- B. This MOU shall be governed by the applicable laws of California. Should any provision of the MOU be found void or unenforceable, it shall be severable from the rest of the MOU and the remaining term shall be enforced as if the unenforceable term had not existed.
- C. Except as specifically provided in this MOU, nothing in this MOU shall be construed as giving either DBGC or the Town the right or ability to bind the other and nothing in this MOU shall be construed to create a joint liability with regard to, or as a result of, the activities undertaken by either Party, their employees, officers and/or agents, to implement this MOU. All employees, officers and/or agents of a Party shall remain employees, officers and/or agents of that Party and shall be subject to the laws, procedures, rules and policies governing that Party's employees, officers and/or agents.
- D. Neither Party may assign any rights or obligations granted to it by this MOU to a third party without prior approval of the other Party.
- E. Neither Party waives any of the privileges and immunities from liability, exception from laws, ordinances, and rules, or any pension, relief, disability, workers' compensation, and/or other benefits that it would otherwise have.
- F. This MOU shall not affect any existing agreements between the Parties, or between a Party and third parties.
- G. The Town agrees to protect, hold harmless, indemnify and defend DBGC, its employees, officers and/or agents against any and all claims for injury or damage to persons or property resulting from the sole negligence or willful misconduct of the Town, its employees, officers and/or agents arising from and in connection with the Town's implementation of this MOU. DBGC agrees to protect, hold harmless, indemnify and defend the Town, its employees, officers and/or agents against any and all claims for injury or damage to persons or property resulting from the sole negligence or willful misconduct of DBGC, its employees, officers and/or agents arising from and in connection with DBGC's implementation of this MOU
- H. Each Party shall be responsible for its own costs incurred in implementing this MOU.
- I. This MOU contains the complete agreement of DBGC and the Town in regards to the subject matter of this MOU and there are no other agreements, oral or written, except as are included in the terms of this MOU.

J. This MOU shall be deemed to have been drafted by both Parties.

**III. Term, Modification, Termination**

A. This MOU shall become effective when signed by authorized representative of the Town and DBGC. It shall remain in effect until terminated by one or both of the Parties.

B. This MOU may be modified by written mutual agreement of the Parties.

C. Either Party may terminate this MOU thirty (30) days after giving notice to the other Party, or the Parties may terminate this MOU at any time by mutual agreement. Upon termination of this MOU, the indemnity provisions shall remain in effect until the applicable statute of limitations has expired on any possible pending claims and until a final resolution is reached with regard to any claims that may have arisen as a result of and during the effective dates of this MOU.

Signatures:

Town of Discovery Bay CSD

Discovery Bay Garden Club

\_\_\_\_\_  
Michael R. Davies, General Manager

\_\_\_\_\_  
Aprill McBeth, President 2015-18



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

June 7, 2017

**Prepared By:** Michael Davies, General Manager  
**Submitted By:** Michael Davies, General Manager

MRD

**Agenda Title:**

Discussion and possible action regarding stationary electronic signboard(s).

**Recommended Action**

Approve the site location(s), type, and purchase of one or more electronic signboards; and authorize the General Manager to execute all contracts and documents related to the purchase and installation thereof, in an amount not to exceed \$40,000.00 (\$80,000.00 if two).

**Executive Summary**

The Town currently uses a mobile electronic signboard trailer to communicate digital notifications to pedestrians and motorists. This method of notification has proven to be effective; however, the use of a trailer has been described by residents as unattractive.

The Board has expressed a desire to explore the use of a fixed electronic signboard as a more appealing means of communicating with our residents, and the matter was brought before the standing Communications Committee for recommendations.

The Communications Committee has determined that the use of one or more fixed electronic signboards would be of benefit to the Town in communicating emergencies, hazards, warnings and other important messaging.

The Communications Committee was challenged by the variables involved, and felt the final choice should be brought to the decision of the full Board. Some of the variables are listed below:

**Location:**

**1) The Community Center**

Pro: Town owns the land, compatible use (looks right), more space/control, nearby electrical  
Con: Less exposure to motorists/residents

**2) Well 4 (East edge of Discovery Bay Blvd just north of Clipper Drive)**

Pro: Town owns the land, moderate exposure to motorists/residents, nearby electrical  
Con: Possible additional County requirements pertaining to vehicle traffic, curb appeal questionable

**3) N/W Corner of Highway 4 and Bixler Road**

Pro: High exposure to motorists  
Con: Town does not own the land, electrical unknown, Caltrans sign permit required, poles obstruct view

**Sign:**

**1) Colored or uncolored text**

**2) One sided or two sided**

Two sided for Community Center  
One sided for Hwy 4 Bixler  
One or Two Sided for Well 4?

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**Pricing:**

Pricing varies according to sign type (text color – dual sided, etc.).

Sign Purchase: \$13,700 - \$22,200 (Includes tax & shipping)

Install & Permits: \$ 5,900

Electrical: \$Unknown – Site dependent

Site Plan: \$Unknown – Site dependent

Contingency: \$Unknown

To move forward in a cost effective and efficient way, staff needs a decision on site location and sign type.

Staff will monitor and keep costs to a minimum; however, because of the unknowns, staff requests a not to exceed amount of \$40,000 for one and \$80,000 for two. This amount is included in the pending FY17/18 budget review.

Previous Relevant Board Actions for This Item

**Attachments**

AGENDA ITEM: G-2



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

June 7, 2017

**Prepared By:** Rod Attebery, Legal Counsel  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Discussion and possible action regarding Regional Representatives.

### Recommended Action

Board consideration and action to appoint as necessary.

### Executive Summary

The Board of Directors ("Board") of the Town of Discovery Bay Community Services District ("TODB") amended the Board Bylaws on April 19, 2017 with respect to regional representation policies. The amendment provided that Directors would only be compensated for attendance at Regional Committee meetings on behalf of TODB when their attendance is approved in advance by the full Board. Attachment 1 is the current Board Bylaws and Attachment 2 lists the current Regional Representation Director appointments.

#### History:

In January 2017, Director Leete prepared an initial proposal to amend the Board Bylaws to revise the sub-committee structure and Regional Committee assignments. At the January 18, 2017 Board meeting, the Directors approved a motion creating the Standing Committees but tabled the Regional Committee discussion to a later date.

On April 5, 2017, the Board provided direction to staff to draft a Regional Committee representation policy amendment. The Board then approved the amended Board Bylaws policy on April 19, 2017, but chose to postpone new Director appointments for the regional representative positions until all members of the Board were present. Per the Board's request, this item is now back for discussion and possible action to appoint Directors into each regional representative position.

The appointment procedure for regional representatives is listed in the current Board Bylaws which state that Regional Representation is to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of selections in the following order: President, Vice-President, and President Pro-Tempore, senior most Board member followed by the least senior Board member. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill Primary and Alternate members to respective Regional Representation positions. Board Members shall be assigned to the Regional Meetings for a two-year term.

#### Financial Implications:

Board members are eligible for a stipend in the amount of \$115.00 for each Brown Act meeting or day of service that they are authorized to attend. Revising the policy on Director attendance at Regional meetings to only those instances when requested in advance by the Board may reduce costs to the District.

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**Staffing Impacts:**

The transition from Director attendance at all Regional Committee meetings to only those meetings when approved in advance by the Board, may reduce staff time processing compensation and reimbursements for Directors that attend those meetings.

**Fiscal Impact:**

**Amount Requested \$ None at this time.**

**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**

Prog/Fund #    Category: Pers.    Optg.    Cap.    -or-    CIP#    Fund#

**Previous Relevant Board Actions for This Item**

January 18, 2017 Amendment to Board Bylaws on Standing Committees.  
April 5, 2017 Board Discussion and Direction on Amendment to Regional Committee Bylaws.  
April 19, 2017 Amendment to Regional Representation Section of the Board Bylaws.

**Attachments**

- 1) Board Bylaws; 2) Current list of Regional Committee assignments

**AGENDA ITEM: G-3**



# Town of Discovery Bay

<b>Program Area:</b> Board	<b>Policy Name:</b> Bylaws	<b>Policy Number:</b> 002
<b>Date Established:</b> March 25, 1998	<b>Date Amended:</b> April 19, 2017	<b>Resolution:</b> 2017-04

## ARTICLE I

### NAME

This unit of local government shall be known as the Town of Discovery Bay, a Community Services District, with powers and territorial boundaries as prescribed in Resolution No. 97/295 of the Board of Supervisors of Contra Costa County, State of California, dated June 10, 1997, and as provided by law.

## ARTICLE II

### PURPOSE

The purposes of the Town of Discovery Bay, as approved by the Local Agency Formation Commission and by law, are

- A. To Operate as a Community Services District and provide water distribution, wastewater connection and treatment; and parks, landscaping and recreation services to the residents of Discovery Bay.
- B. To provide for those exercise of those powers set forth in Government Code §61000 et seq. (Community Services District Law).
- C. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council;
- D. To serve the residents of the Town of Discovery Bay, in the manner provided by law.

## ARTICLE III

### BOARD OF DIRECTORS

#### Section 1. Board of Directors

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) year staggered terms. During elections every two (2) years, either

two (2) or three (3) Directors are elected to serve to the District for the next four (4) years. The initial Directors, their terms and term expirations, are:

William Slifer	4 years	Expires December 1, 2001
Mike Dohren	4 years	Expires December 1, 2001
David Piepho	4 years	Expires December 1, 2001
Virgil Koehne	2 years	Expires December 1, 1999
Chet Loveland	2 years	Expires December 1, 1999

### **Section 2. Compensation**

The Board may authorize each Director to receive compensation of One Hundred and Fifteen Dollars (\$115.00) for each meeting of the Board attended, and One Hundred Fifteen Dollars (\$115.00) for each day's service not to exceed Six Hundred Ninety Dollars (\$690.00) per month as provided in Government Code §61047 and Chapter 2 commencing with Section 20200 of Division 10 of the Water Code. Director attendance at Regional Meetings shall only count as a compensated day of service when attendance at a Regional Meeting is specifically authorized in advance by the full Board. Travel and such other necessary expenses actually incurred in performing District Duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein consistent with the authorized Reimbursement and Travel Policy.

### **Section 3. Vacancies**

- A. Vacancies on the Board shall be filled in accordance with Government Code § 1780.
- B. Vacancies shall be deemed to exist as provided in Government Code § 1770.

### **Section 4. Resignation**

A Director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

## **ARTICLE IV**

### **OFFICERS**

#### **Section 1. Elected Officers**

The elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President (who may be called "Chair"), a Vice-President (who may be called "Vice-Chair"), and a President Pro-Tempore.

## **Section 2. Terms and Responsibilities of Elected Officers**

Elected Officers of the Board, as provided in Article IV, Sec. 1, shall be elected by the Board at the first meeting in January and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms, except that the President shall be eligible to serve not more than two (2) full successive terms as President.

Board members may serve on Standing Committees, Ad Hoc Committees, and attend Regional Meetings as necessary.

Board members shall be assigned to attend Regional Meetings. Director attendance at Regional Meetings as a representative of the Board shall only be compensated as a day of service, when attendance at a specific Regional Meeting is approved in advance by the full Board.

Regional Representation is to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President, Vice-President, and President Pro-Tempore, senior most Board member followed by the least senior Board member. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill Primary and Alternate members to respective Regional Representation. Board Members shall be assigned to the Regional Meetings for a two-year term.

The Board shall maintain five (5) advisory Standing Committees. Two members of the Board of Directors shall be assigned to each Standing Committee. The Standing Committees and their subject matter and responsibilities are as follows:

1. WATER AND WASTEWATER COMMITTEE
  - a. Provide guidance/policy recommendations regarding all water and wastewater operations and planning.
2. PARKS AND RECREATION COMMITTEE
  - a. Provide guidance/policy recommendations regarding community center operations/activities, parks and recreation activities and landscaping efforts.
3. FINANCE COMMITTEE
  - a. Provide guidance/policy recommendations regarding budgets, investments/debt and the Public Financing Authority.
4. COMMUNICATIONS COMMITTEE
  - a. Provide guidance/policy recommendations regarding all Town of Discovery Bay Community Services District external communications activities.
5. INTERNAL OPERATIONS COMMITTEE
  - a. Provide guidance/policy recommendations regarding Town of Discovery Bay Community Services District personnel policies and general administration of the

organization.

Each advisory Standing Committee shall meet within the boundaries of the Town of Discovery Bay Community Services District or at a Town of Discovery Bay Community Services District facility. Each Standing Committee shall establish its meeting schedule, which shall, at a minimum, meet at least quarterly. Said meetings shall be noticed pursuant to the Brown Act.

Board Standing Committees are to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President, Vice-President, and President Pro-Tempore, senior most Board member followed by the least senior Board member. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill two appointees to each Standing Committee. Board Members shall serve on the Standing Committee for a two-year term. Board members may voluntarily trade committee assignments with another Board member by mutual consent.

The Board may establish Ad Hoc Committees that may become necessary from time to time to receive input from the public on a specific subject matter and limited in term, and formed by Resolution of the Board.

**A. General Responsibilities of the Board President**

1. Shall preside at all meetings of the board and such other meetings approved by the Board, and have authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess.
2. Cooperatively work with the General Manager/Board Secretary and Staff on the preparation of CSD Meeting Agendas and its contents.
3. Shall serve as official spokesperson for the Board.
4. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences, as confirmed by the Board. May co-sign all checks for warrants approved by the Board.
5. Shall perform such other duties as necessary to carry out the work of the Board.
6. Shall perform such duties as prescribed by law.

**B. General Responsibilities of the Vice-President**

1. Shall serve in the absence of the President.

**C. General Responsibilities of the President Pro-Tempore**

1. Shall serve in the absence of the President and the Vice-President.

**ARTICLE V**

## **APPOINTED OFFICERS**

### **Section 1. Appointed Officers**

- A.** The appointed officers of the District shall be General Manager, and a Secretary, who may be the same person, but neither of whom shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board.
- B.** Pursuant to Government Code §61050(b), the treasurer of the County of Contra Costa shall serve as the District Treasurer, and shall be the depository and have the custody of all of the district's money except those accounts that are authorized under the Community Services District laws and/or in effect prior to January 1, 2006.

The Board may appoint such other officers as it deems necessary.

### **Section 2. General Responsibilities of the General Manager**

- A.** Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.
- B.** Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.
- C.** Encourage and assist staff in the performance of their duties and encourage their professional growth.
- D.** Ensure evaluation of personnel under his/her direction.
- E.** Interpret and publicize the programs and services of the District for and to the public.
- F.** Provide financial oversight of the District and Contra Costa County pursuant to funds on deposit at that agency.
- G.** Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.
- H.** Perform the function of the District's Public Information Officer.
- I.** Participate in community activities.
- J.** Continue a program of professional development to assure and enhance staff's professional growth.
- K.** Keep the Board informed of all communications affecting the District.

### **Section 3. General Responsibilities of the Secretary of the Board**

- A. Certify official documents and letters as required.
- B. Maintain the official files and records of the Board.
- C. Prepare the agenda for the Board meetings.
- D. Prepare and distribute minutes of the meeting of the Board.
- E. Maintain historical record and newspaper articles.
- F. Post agendas, minutes, public notices and proposed action documents as required by Board and government regulations.

## **ARTICLE VI**

### **MEETINGS**

#### **Section 1. Regular and Special Meetings**

- A. The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at the District Office located at 1800 Willow Lake Road, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District and for transacting such other business as may be properly brought before the meeting. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called in accordance with the California Ralph M. Brown Act of 1953, as amended (hereafter Brown Act).

All meetings shall be conducted in accordance with the Brown Act.

#### **Section 2. Quorum**

The Board shall be empowered to conduct the business of the District whenever there is present at a properly called meeting, a quorum, as defined as comprising a majority of the existing Directors; normally three (3); except as otherwise provided by law. Pursuant to Government Code §61045, the affirmative votes of three (3) members of the Board are required for action to be taken.

#### **Section 3. Voting**

- A. Voting shall only be conducted at proper noticed meeting where a quorum has been established and members are physically present.
- B. Voting shall be by voice, show of hands, or roll call vote.

- C. Any vote that is other than unanimous shall be recorded by name of the voting member and whether the member voted “AYE”, “NO” or “ABSTAIN”.

**Section 4. Notice of Regular and Special Meetings**

- A. Notices of Regular Meetings shall be pursuant to the Brown Act. Such notices shall specify the place, the day, and the hour of the meeting and accompanying the notice shall be a copy of the agenda for that meeting.
- B. Notices of Special Meetings shall be pursuant to the Brown Act. In the case of special meetings, the notice, written or by telephone, shall specify the specific nature of the business to be transacted.

**ARTICLE VII**

**PAYMENTS, CONTRACTS, AND REPORTS**

**Section 1. Payments**

All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by both the President and Vice President, or by the President Pro-Tempore, and one other Director, or, in the absence of the elected officers, any two (2) Directors.

**Section 2. Contracts**

The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, and on behalf of, the District. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement, to pledge its credit, or to render it liable for any purpose or to any amount.

**Section 3. Reports**

The Board shall prepare and cause to be sent an annual water quality report to the residents of the District.

**ARTICLE VIII**

**PARLIAMENTARY AUTHORITY**

Rosenberg’s Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law. All motions made at Board meetings shall require a second to the motion prior to the Directors voting. The

President of the Board may unilaterally call for a recess at any time during a Regular or Special Meeting of the Board. The Board President may unilaterally adjourn the meeting unless a majority of the Board votes to continue the meeting.

## **ARTICLE IX**

### **AMENDMENTS**

The Bylaws may be repealed or amended, or new Bylaws may be proposed, by resolution and the affirmative vote of at least three (3) members of the Board at any regular meeting of the Board, provided notice of such proposal shall be in compliance with the Brown Act, as amended.



## Town of Discovery Bay - District Representative Listing 2017

### Regional Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Alternate
Contra Costa County Aviation Advisory Committee	550 Sally Ride Dr. Concord or 500 Eagle Court, Byron	1st Thursday of the Month at 10:00 a.m.	Kevin Graves	Bill Pease
Contra Costa County Code Enforcement	3361 Walnut Boulevard Suite 140 Brentwood	4th or 5th Thursday of the Month at 1:30 p.m.	Bob Leete	Bill Pease
Contra Costa Special Districts Association	5019 Imhoff Place, Martinez	Quarterly	Bill Pease	Bill Mayer
East Contra Costa County Fire Protection District Liaison	3231 Main Street, Oakley	1st Monday of the Month at 6:30 p.m.	Kevin Graves	Chris Steele
East County Water Management Association LAFCO Liaison			President	Vice-President
	651 Pine 6th Floor, Martinez	2nd Wednesday of the Month 1:30 p.m.	Chris Steele	Bill Pease
Police Service (P6 Committee)	Community Center	Quarterly - TBD	Bob Leete	Bill Mayer
School District Representative Liaison	14301 Byron Highway, Byron	3rd Thursday of the Month at 7:00 p.m.	Chris Steele	Bob Leete
Regional Transportation Agencies	As Necessary	As Necessary	Bill Mayer	Kevin Graves

### Standing Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Director Appointed
Finance Committee (Budget, Investment, Public Financing Authority)	Community Center	Preliminary - April 7, 2016 Modified - April 28, 2016 Modified - Only if needed May 5, 2016	Bob Leete	Bill Mayer
Water and Wastewater	Community Center	4th Wednesday of the month at 3:00 p.m.	Kevin Graves	Bill Pease
Internal Operations	Community Center		Bob Leete	Kevin Graves
Parks and Recreation (Community Center, Park and Recreation, Landscape)	Community Center	Before the 2nd board meeting of the month at 4:00 p.m.	Chris Steele	Bill Pease
Communications	Community Center		Chris Steele	Bill Mayer

\* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.



## Town of Discovery Bay - District Representative Listing 2017

### Regional Committee Descriptions

**Contra Costa County Aviation Advisory Committee:** This involves attending meetings of this committee to discuss airport operations and activities.

**Contra Costa County Code Enforcement:** This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.

**Contra Costa Special Districts Association:** This involves attending meeting of the Contra Costa Special Districts Association.

**East Contra Costa County Fire Protection:** District Liaison: This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.

**East County Water Management Agency:** This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.

**LAFCO Liaison:** This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.

**Police Services (P6 Committee):** This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.

**School District Representative Liaison:** This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.

**Regional Transportation Agencies:** This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

### Board Standing Committee Descriptions

**Finance Standing Committee Includes:** Budget standing committee works with staff in the development of the District's annual Operating and Capital Improvement Program Budgets. The standing committee may also meet periodically through the year to review existing budgets or to meet with staff to address budgetary issues. Investment standing committee is responsible for working with staff and financial advisors (when applicable) on making recommendations regarding the District's investment portfolio that are consistent with the District's Investment Policy. Public Financing standing committee meets with staff, consultants, legal counsel, and other necessary individuals regarding the issuance of municipal debt of the Public Financing Authority on an as necessary basis.

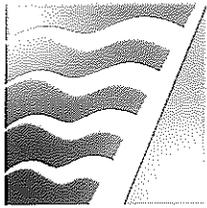
**Water and Wastewater Standing Committee:** The Water and Wastewater standing committee meets with staff, contractors, engineers, and other necessary individuals regarding matters pertaining to the Town's Water and Wastewater operations.

**Internal Operations Standing Committee:** The Internal Operations standing committee meets with staff regarding Town policies, procedures, and resources that pertain to employees and office administration.

**Parks & Recreation Standing Committee Includes:** Community Center standing committee works on the planning and future development of the Community Center. This may involve meetings with public officials, public employees, Town staff and developers concerning issues involving the Community Center project.

**Communications Standing Committee:** The Communications standing committee is tasked with assisting in various methods of communication in which the Town of Discovery Bay communicates its activities, information, and mission to the public.

MAY 18 2017



# WORKSHOP NOTICE

May 11, 2017

BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

TO: INTERESTED PARTIES  
FROM: EXECUTIVE OFFICER / APCO  
SUBJECT: **PUBLIC WORKSHOPS – DRAFT AMENDMENTS TO  
REGULATION 2: PERMITS, RULE 1: GENERAL  
REQUIREMENTS; RULE 2: NEW SOURCE REVIEW; AND  
RULE 6: MAJOR FACILITY REVIEW**

---

The staff of the Bay Area Air Quality Management District (Air District) will conduct three public workshops to present, discuss, and receive comments on draft amendments to Regulation 2: Permits, Rule 1: General Requirements; Rule 2: New Source Review; and Rule 6: Major Facility Review. The details of the upcoming workshops are presented below:

**San Francisco**  
Monday, June 12, 2017  
10 AM – Noon

**Bay Area Metro Center,**  
375 Beale Street  
San Francisco, CA 94105

RSVP:  
[https://baaqmd\\_june2017\\_workshop\\_sf.eventbrite.com](https://baaqmd_june2017_workshop_sf.eventbrite.com)

**Martinez**  
Monday, June 12, 2017  
6:00 PM – 7:30 PM

**City of Martinez Council Chambers**  
525 Henrietta Street,  
Martinez, CA 94553

RSVP:  
[https://baaqmd\\_june2017\\_workshop\\_martinez.eventbrite.com](https://baaqmd_june2017_workshop_martinez.eventbrite.com)

**Fremont**  
Tuesday, June 13, 2017  
6:00 PM – 7:30 PM

**City of Fremont Family Resource Center  
Millennial Room**  
39155 Liberty St Suite A120  
Fremont, CA 94538

RSVP:  
[https://baaqmd\\_june2017\\_workshop\\_fremont.eventbrite.com](https://baaqmd_june2017_workshop_fremont.eventbrite.com)

## BACKGROUND

The Air District's New Source Review (NSR) program is a comprehensive air permitting program that applies to stationary-source facilities within the District's jurisdiction. The NSR program is the Air District's principal substantive permitting program, applying to a wide variety of stationary-source facilities throughout the Bay Area. Whenever a facility wants to install a new source of air emissions or make a modification to an existing source, the NSR program requires the facility to obtain a permit and implement state-of-the-art air pollution control technology to limit the source's emissions. NSR is a pre-construction permitting

375 Beale Street, Suite 600 • San Francisco, California 94105 • 415.771.6000 • [www.BAAQMD.gov](http://www.BAAQMD.gov)

Connect with the  
Bay Area Air District:    

requirement, meaning that the facility is required to obtain its NSR permit before it can begin work on the new source or modification.

The Air District's Title V Major Facility Review (Title V) program requires "major" facilities – those with emissions of over 10, 25, or 100 tons per year, depending on the pollutant – to obtain operating permits. The purpose of the Title V permit is to collect all of the substantive emissions control requirements applicable to the facility under District, state and federal permits and regulations into one comprehensive document, which improves the transparency and enforceability of the regulatory requirements for these complex "major" facilities.

The Air District updated its NSR and Title V regulations most recently in December of 2012. Since that time, a number of developments have given rise to a need to consider further revisions to enhance the effectiveness of these permit programs. Air District staff is, therefore, considering several additional changes at this time.

## DRAFT PROPOSALS

The most important revisions involve the NSR program. The Air District is considering **two significant substantive changes** to how the NSR Program works:

- **The first change** would apply to petroleum refineries, and it is intended to help ensure that refineries comply with all applicable NSR permitting requirements when they change the type of crude oil that they process – what is known as the refinery's "crude slate." A refinery is subject to NSR permitting requirements if any physical or operational change associated with moving to a new crude slate will result in an increase in emissions such that the change constitutes a "modification" as defined in the regulations. A concern has arisen that refineries may be changing their crude slates in a way that constitutes a "modification" without applying for or obtaining an NSR permit, and without satisfying the NSR requirements applicable to such a modification. District Staff are therefore considering a provision that would require a refinery to obtain a permit for *any* significant change in crude slate, whether the refinery believes that it is a "modification" subject to NSR or not. This would force refineries to submit a permit application providing the details of any such change in crude slate, which would allow the Air District to review the change and to determine whether it does in fact trigger the NSR requirements. Requiring a review of all such significant crude slate changes will allow the Air District to evaluate such changes in detail and ensure that they will comply with all applicable NSR permitting requirements.
- **The second change** would apply to all regulated facilities, not just petroleum refineries. This change would lower the threshold at which facilities must implement the "Best Available Control Technology" (BACT) to control their Greenhouse Gas (GHG) emissions when they install new equipment or upgrade their existing equipment. When the Air District adopted its GHG BACT requirement into its NSR program, it incorporated the applicability threshold that EPA developed for the federal NSR program, which is 75,000 tons per year CO<sub>2</sub>-equivalent emissions (tpy CO<sub>2</sub>e). Air District staff now believe a more stringent threshold is appropriate for NSR permitting in the Bay Area. Air District staff are therefore considering lowering the BACT applicability threshold to 25,000 tpy CO<sub>2</sub>e for purposes of the District's NSR program.

In addition to these two substantive changes, the Air District is also considering a number of more minor revisions that are largely technical and administrative in nature. These revisions would:

- Make a number of corrections that EPA has requested as a result of its review of the District's 2012 updates to the regulations. These revisions are required to allow EPA to fully approve the District's NSR program under the federal Clean Air Act.
- Address certain areas where there needs to be some additional refinement to the 2012 updates, based on staff's experience in implementing the 2012 updates since they took effect. These revisions would ensure that the District's NSR program properly reflects the intent behind the 2012 updates.
- Address the U.S. Supreme Court's decision in *Utility Air Regulatory Group v. EPA* (134 S.Ct. 2427 (2014)), which interpreted several relevant provisions of the federal Clean Air Act regarding the Act's NSR and Title V program requirements. These revisions would align the District's rules with the Supreme Court's ruling.

Although these revisions are relatively minor, they are important to ensure that the Air District's NSR and Title V programs function properly from a legal standpoint. The Workshop Report summarizes all of the revisions currently under consideration. Section II of the Workshop Report provides additional background information on the Air District's NSR and Title V permitting programs. Section III then describes in detail what each of the various revisions under consideration would entail, and Section IV summarizes the emission reductions and compliance costs that would be involved. The Workshop Report concludes with Section V, which addresses several required regulatory analyses; and Section VI, which provides additional information on next steps and how interested members of the public can get involved and provide comments.

## **INFORMATION AND COMMENTS**

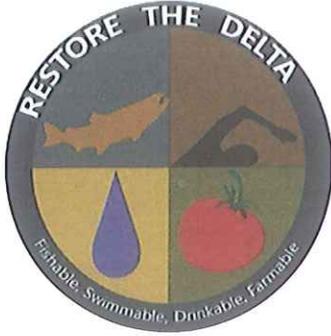
Members of the public are invited to attend the workshops to learn more about the rules. There will be a presentation and Air District staff on hand to answer any questions. Members of the public are also invited to submit comments on the changes, either in writing or orally at the public workshops and online. Light refreshments will be provided.

### **Rule reports and other documentation now available for your review**

You are invited to review and comment on the draft revisions to Rule 2-1, 2-2 and 2-6. Access rule reports and other documents on the Air District's [Rules Workshop webpage](#). Comments on these rules must be submitted **by June 26, 2017**. Please email your comments to [newrules@baaqmd.gov](mailto:newrules@baaqmd.gov). Further information on the workshops contact Azibuike Akaba at 415-749-8603 or [aakaba@baaqmd.com](mailto:aakaba@baaqmd.com). For special assistance or language interpretation please contact us at least 72 hours prior to workshop.

TownOfDiscoveryBay CSL  
Received

MAY 23 2017



# RESTORE THE DELTA

42 N. SUTTER STREET, SUITE 506  
STOCKTON, CA 95202  
(209) 475-9550  
WWW.RESTORETHEDELTA.ORG

May 29, 2017

Dear Rick,

2017 is shaping up to be a year of technical battles regarding the Delta tunnels and the protection of the estuary for future generations.

The ongoing government processes to move forward Governor Brown's California Water (non)Fix, aka the Delta tunnels, are gaining momentum on several fronts. The permit process for changing where the water is taken from in the Delta is continuing at the State Water Resources Control Board. Sadly, the Delta Stewardship Council is attempting to amend its plan for the Delta in a way to promote the Delta tunnels. And monolithic water districts, like the Metropolitan Water District of Southern California, continue to steamroll their own local conservation, ratepayer, good government, and environmental justice groups.



But through our daily media work based on investigation, research, clear writing, careful messaging, and through extensive on the ground organizing efforts, ***we are striking back.***

Usually, in our letters, we list for you what we have accomplished. However, as a regular supporter, you are already familiar with our work. That is why today, we are focusing on what we want to accomplish and how we plan to get there.



We want to stop the tunnels. We want flows restored so that the estuary can begin to heal. We want public dollars spent on good, sound infrastructure projects that protect the public, that will provide more water during drought, and that will reduce reliance on the Delta as required under the Delta Reform Act. We want public money to be spent on projects that make the most water for the dollar and that provide good environmental outcomes. We want Delta levees to continue to be funded for regular maintenance and upgraded to protect people, infrastructure, Delta communities, and the state's water supply. We want Delta communities to have water that meets Clean Water Act standards. And we want to see the sustainable yield of water that can

be taken from the Delta to be shared in an equitable way; everyone who lives in California deserves drinking and bathing water that meets Clean Water Act standards.

**We are for Delta communities, rural and urban. We are for helping communities in California meet their water needs in a sustainable manner so that the Delta is protected.**

Turn page over

**To reach these goals, we need to ensure that our organizers continue working in Southern California, in Silicon Valley, and in the San Joaquin Valley so that people in those communities can push their water districts to reduce reliance on the Delta and invest in local water projects. This is key to stopping the Delta tunnels.**

Recently, we have brought on new coalition members with thousands of supporters to begin vocalizing opposition to the Delta tunnels in these regions.



We also need to make sure that our organizers continue turning people out at the Delta Stewardship Council to hold the line on their proposed revisions to the Delta Plan, and at the State Water Resources Control Board when we move into the environmental phase of the tunnels permit hearings. We have been working to turn out record crowds for recent meetings. This takes worker power to make calls and to organize and execute logistics.

We need to make sure that our outstanding research and messaging staff continue to do the research needed for media work and to support these statewide organizing and legal process efforts.

**This is why I am asking you to consider making a 2017 mid-year gift to Restore the Delta.**

You have responded to our calls for help over the years by making donations, renewing your membership, attending our rallies and events, signing our petitions, and helping to spread the word about our work. We are deeply grateful for your support in helping us raise awareness of why the Bay-Delta estuary is worthy of protection and the tunnels must be stopped.

With your support, Restore the Delta now has a proven track record of advocacy that has kept Governor Brown's proposed massive underground water export tunnels project from getting off the ground. 2017 is the year to stop the tunnels once and for all, and the time to reset the course to protect the Bay-Delta estuary for future generations. The fight is hard presently. But we intend to see it through.

**Let's see this through together. Let's finish the fight, stop the tunnels, and put California on a path to sustainable water management.**



We hope that you and your family have an enjoyable summer, filled with good backyard parties and memories.

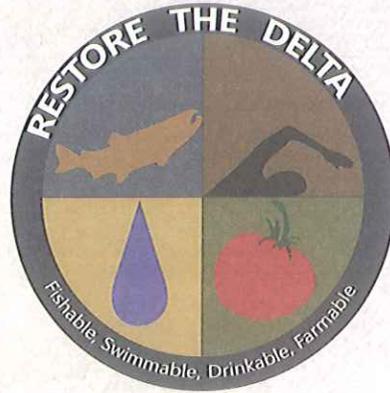
**Yours in service,**

A handwritten signature in black ink, which reads "Barbara Barrigan-Parrilla". The signature is fluid and cursive.

Barbara Barrigan-Parrilla  
Executive Director, Restore the Delta

**STAY UPDATED: [WWW.RESTORETHEDELTA.ORG](http://WWW.RESTORETHEDELTA.ORG) | [FACEBOOK.COM/RESTORETHEDELTA](https://FACEBOOK.COM/RESTORETHEDELTA) | [TWITTER.COM/RESTORETHEDELTA](https://TWITTER.COM/RESTORETHEDELTA) |  
INSTAGRAM: @RESTORETHEDELTA**

WHERE ARE WE  
IN THE  
DELTA TUNNELS  
FIGHT?



RSVP  
TO CASSIE@  
RESTORETHEDELTA.ORG  
OR CALL  
209-475-9550

# THE ROAD MAP TO STOPPING THE DELTA TUNNELS

FREE WILL DONATIONS  
ACCEPTED AT THE DOOR

## PUBLIC MEETINGS DATES + LOCATIONS

**ANTIOCH** - 6/1, 6-8p  
Antioch Community Center  
**BERKELEY** - 5/20, 1-3p  
Sierra Club San Francisco Chapter  
**L.A.** - 5/23, 12:30-2:30p  
Boyle Heights City Hall  
**OAKLAND** - TBA, *See website*  
**SACRAMENTO** - TBA, *See website*

**S.F.** - TBA, *See website*  
**SAN JOSE** - 7/13, 6-8p  
San Jose Public Library (West Valley)  
**STOCKTON** - 6/29, 6:30-8:30p  
Stockton Civic Auditorium  
**TRACY** - 5/30, 5:30-7:30p  
Tracy Public Library  
**WALNUT GROVE** - 6/22, 6-8p  
Walnut Grove Public Library

**FOR MORE UPDATES & MORE CONFIRMED DATES & LOCATIONS:**  
VISIT [RESTORETHEDELTA.ORG/STOPTHETUNNELS2017](http://RESTORETHEDELTA.ORG/STOPTHETUNNELS2017)



Please mail this donation form and/or survey form back to Restore the Delta. Please print clearly your information. Make checks payable to "Restore the Delta." Your generosity will bring us closer to protecting the largest estuary on the west coast of the Americas and the millions of people and life that depend on it.

**THANK YOU.**

**DONOR INFORMATION**

*\*\* If your information is already on your check or return address, no need to fill this portion out!*

First & Last Name: \_\_\_\_\_

Company/Org (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Sign me up for e-mail alerts

Check enclosed.

Dedicate to \_\_\_\_\_

Donation amount (check one):

\$10 (Make this monthly, go to our website:

RestoretheDelta.org/Donate to sign up)

\$25

\$50

\$100

\$300

\$1,000

\$Other amount (\$) \_\_\_\_\_

Credit Card number: \_\_\_\_\_

Cardholder name (if different from donor information): \_\_\_\_\_

Expiration date (mm/yy): \_\_\_\_\_

Mail this form and survey with your donation to  
**Restore the Delta, 42 N. Sutter St., Suite 506,  
 Stockton, CA 95202.**  
 To donate online or by phone, visit  
 RestoretheDelta.org/Donate or to call 209-475-9550.  
 All donations are tax-deductible.

**RESTORE THE DELTA SUPPORTER SURVEY**

Full name: \_\_\_\_\_ Age: \_\_\_\_\_

City: \_\_\_\_\_ Gender: \_\_\_\_\_

**1) How do you prefer to get your news about the Delta and the Delta Tunnels? Circle all that apply.**

[ Newspapers ] [ Friends ] [ Restore the Delta e-mails ] [ Restore the Delta social media: *Which one?* Instagram Facebook Twitter ] [ Other social media sites ] [ Online news ] [ Television, Radio ]

Other [Please state]: \_\_\_\_\_

**2) What type of events and advocacy do we need to do more of?**

[ Film/Video ] [ Membership/supporter meetings ] [ Advocacy training ] [ Letter writing campaign ]

Other [Please state]: \_\_\_\_\_

**3) Would you support a boycott of the Wonderful Company products to raise awareness of their support for the Delta Tunnels and their campaign to over pump the Delta?**

[ Yes ] [ Neutral ] [ No ]

If you chose No, please state why: \_\_\_\_\_

**4) Do you think Californians should be able to vote to approve/disapprove construction of the Delta tunnels? Why or why not?**

\_\_\_\_\_  
 \_\_\_\_\_

**5) Besides concern about the Delta and the Delta Tunnels, what other issues matter to you? Write-in please, but use simple phrases to describe.**

\_\_\_\_\_

**6) Besides the Delta Tunnels, what issues concern you the most about the future of the Delta? Circle all that apply.**

[ Fish and wildlife ] [ Water quality/Drinking water ] [ Political corruption ] [ Delta economy ] [ Delta recreation ] [ Statewide water management ] [ Levee maintenance for flood protection ]

**7) If the Delta Tunnels fight is won, what else do you think we should work on within the Delta?**

\_\_\_\_\_

**8) How did you learn about the Delta Tunnels issue?**

\_\_\_\_\_

**9) How do you contribute to the Delta Tunnels campaign? Circle all that apply.**

[ Donations ] [ Rally attendance ] [ Contacting elected officials ] [ Sharing email and/or social media blasts ]

Other [Please state]: \_\_\_\_\_

**Mail us your completed survey & receive a free logo bumper sticker!**



**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
April 13, 2017**

**MEETING CALLED:** Vice Chair, Mike Bruno called the meeting to order at 10:00 AM.

**PRESENT:** **Emily Barnett**, Member at Large  
**Roger Bass**, District II  
**Mike Bruno**, **Vice Chair**, Airport Business Association  
**Maurice Gunderson**, Member at Large  
**DeWitt Hodge**, **Secretary**, Member at Large  
**Keith McMahon**, City of Concord  
**Derek Mims**, City of Pleasant Hill  
**Rudi Raab**, District I  
**Russell Roe**, District V  
**Tom Weber**, District IV

**ABSENT:** **Ronald Reagan**, **Chair**, District III

**STAFF:** Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports  
Alina Zimmerman, Airport Clerk

**OPENING COMMENTS  
BY CHAIR:** Mike Bruno welcomed the attendees.

**PUBLIC COMMENT  
PERIOD:** The Collings Foundation's Wings of Freedom tour (WWII vintage Boeing B-17 Flying Fortress, consolidated B-24 Liberator, B-25 Mitchell and North American P-51 Mustang) will be at the Buchanan Field Airport from June 8-11.

**APPROVAL OF  
MINUTES:** Moved by Tom Weber; seconded by Derek Mims. Approved Yes: Emily Barnett, Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Rudi Raab, and Russell Roe. No: None. Abstained: None. Absent: Ronald Reagan.

**APPROVAL OF  
CONSENT ITEMS:**

Moved by Maurice Gunderson; seconded by Rudi Raab.  
Approved Yes: Emily Barnett, Roger Bass, Mike Bruno, DeWitt Hodge, Keith McMahon, Derek Mims, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Ronald Reagan.

**PRESENTATIONS:**

**a. Recognition of Rudi Raab for His Years of Service on the Aviation Advisory Committee (AAC)**

Mike Bruno, on behalf of the AAC, presented a commemorative letter to Rudi Raab and thanked him for his six years of serving on the committee. Rudi Raab was grateful for the opportunity to be on the AAC.

**b. Overview of the Federal Aviation Administration (FAA) Airport Capital Improvement Plan (ACIP), FAA Process, and 10-Year ACIP Program for the Buchanan Field Airport**

Contra Costa County Airports is one of approximately 3,300 airports in the United States that receives federal funding for capital improvement projects. The ACIP serves as the primary FAA planning tool for systematically identifying, prioritizing, and assigning funds to critical airport development and associated capital needs for the National Plan of Integrated Airport Systems (NPIAS). The ACIP serves as the basis for the distribution of grant funds under the Airport Improvement Program (AIP). Each FAA regional airports office prepares a Regional ACIP from information provided by individual airports on anticipated development needs over the next three to five years. At a national level, the development plan is based on needs analysis, funds available, and anticipated current year funding. It reflects the regions compilation of the most critical needs based on evaluation of the National Plan of Integrated Airport Systems (NPIAS), state and sponsor input, and other factors that include potential funding. Some of the future ACIP projects for Buchanan Field Airport include: pavement overlay/reconstruction of Taxiway Echo and Kilo, pavement overlay/reconstruction of Runway 14L/32R, and the Airport Layout Plan (ALP).

**DISCUSSION/ACTION ITEMS:**

**a. Discussion of Items Pulled from Consent**

There was no items pulled from consent.

**b. Discuss the Upcoming Tenant Appreciation BBQ on Thursday, May 4, 2017**

The 9<sup>th</sup> Annual Tenant Appreciation BBQ is scheduled for Thursday, May 4, 2017 from 11:30 a.m. – 2:00 p.m. Please RSVP with number of attendees by Friday, April 21, 2017. Airport staff looks forward to seeing everyone at the BBQ!

**c. Discuss the Airport's Desire to Purchase a Used Aircraft Rescue and Fire Fighting (ARFF) Vehicle to Replace the 30 Year Old Existing Unit**

The ARFF vehicle is an item that is fundable by the FAA. Buchanan Field has two ARFF units, a 30 year old and 9 year old unit, while Byron has a 32 year old unit. Both ARFF vehicles cost the Airport approximately \$12,000 each year to maintain. The Airport's intent is to purchase a newer, used market ARFF vehicle to replace the 30 year old unit at Buchanan field. Once Buchanan's 30 year old ARFF unit is replaced, the 30 year old unit will then replace Byron's 32 year old unit. Russell Roe moved that the AAC supports the Airport Director and staff on the recommendation for a newer, used ARFF vehicle.

**Moved by Maurice Gunderson; seconded by Mike Bruno. Approved Yes: Emily Barnett, Roger Bass, DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Ronald Reagan.**

**d. Conduct AAC Elections for the Chairman, Vice-Chair, and Secretary**

Mike Bruno nominated Ronald Reagan for a third term as Chairman of the AAC.

**Moved by Mike Bruno; seconded by Tom Weber. Approved Yes: Emily Barnett, Roger Bass, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab, and Russell Roe. No: None. Abstained: None. Absent: Ronald Reagan.**

Roger Bass nominated Mike Bruno for a third term as Vice-Chair of the AAC.

**Moved by Roger Bass; seconded by Tom Weber. Approved Yes: Emily Barnett, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab, and Russell Roe. No: None. Abstained: None. Absent: Ronald Reagan.**

Tom Weber nominated Maurice Gunderson as Secretary of the AAC.

**Moved by Tom Weber; seconded by Roger Bass. Approved Yes: Emily Barnett, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab, and Russell Roe. No: None. Abstained: None. Absent: Ronald Reagan.**

e. **Discuss the Business Development Project Updates**

- 3 Acre Business Park Development – located across from the Director of Airport’s office on Sally Ride Drive. Currently going through the environmental process. A draft lease has been sent to County Counsel. Airport Staff hopes the environmental process will be completed approximately four months from now.
- 4.6 Acre (Parcel C) – located across from the Lithia dealership on the northwest side of Marsh and Solano. Solara Properties met with the City of Concord and are hoping to start the entitlement process in 30-60 days.

Airport Staff will continue to provide updates throughout the process for both properties.

f. **Discuss the Proposed General Plan Amendment at the Buchanan Field Airport to:**

- **Change the land use designation for the approximately 1.8 acre parcel at the southwest corner of Willow and Center**
  - The General Plan is not consistent with the uses in the Master Plan. Airport Staff submitted a request to the Department of Conservation and Development (DCD) to change the General Plan to reflect what is on the Master Plan.
- **Change to Special Policy 5-49 to remove the reservation of space for a transient way and to provide a parameter for the class trail**
  - The extension of Diamond Blvd. was removed during The Master Plan Update but a requirement to reserve space for a non-elevated transit corridor and Class I trail was inserted. It is unknown whether there will be funding for both projects plus Airport Staff received written confirmation from Public Works that a non-elevated transient will not be necessary. Airport Staff is requesting to change the General Plan land use designation to be consistent with the Master Plan and to amend Special Policy 5-49 to remove the non-elevated transit but retain a Class I trail that has a minimum of twelve feet on either the east or west side of the property.

g. **Discuss the Buchanan Field Airport Layout Plan Update – FAA Grant Request**

The FAA wants an Airport Layout Plan updated generally every five years. The update will include adding any new development that we have had, and evaluating whether the property across from our office is needed to meet the aviation demand or, rather, if it should be changed to a non-aviation use. Seeking other revenues for a temporary period of time allows the airport some flexibility. Airport Staff is currently starting the grant process to get approval. The grant request has gone before the Board of Supervisors (Board) to receive approval to submit the grant. The next step will be to submit the grant.

**h. Discuss the AAC, At-Large, Working Group Update**

The working group included: Maurice Gunderson, Mike Bruno, Russell Roe, Emily Barnett, Keith Freitas, Beth Lee, and Dominic Aliano. Many questions were asked in which Dominic Aliano, District IV Representative, will be receiving clarification on. Once the working group receives clarification, the working group will schedule another meeting and come up with a recommendation for the resolution of the AAC At-Large position.

**FUTURE AGENDA ITEMS/COMMENTS**

- Tenant Appreciation Program
- Strategic Plan – Implementation & Next Steps
- Sustainable Farm Project Update

**ADJOURNMENT:** The meeting was adjourned by the Chair at 10:53 AM.

DRAFT



**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
May 11, 2017**

**MEETING CALLED:** Chair, Ronald Reagan called the meeting to order at 10:01 AM.

**PRESENT:** **Emily Barnett**, Member at Large  
**Roger Bass**, District II  
**Mike Bruno**, **Vice Chair**, Airport Business Association  
**Maurice Gunderson**, **Secretary**, Member at Large  
**Keith McMahon**, City of Concord  
**Derek Mims**, City of Pleasant Hill  
**Ronald Reagan**, **Chair**, District III  
**Russell Roe**, District V c

**ABSENT:** **Tom Weber**, District IV

**STAFF:** Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports  
Alina Zimmerman, Airport Clerk

**OPENING COMMENTS  
BY CHAIR:** Ronald Reagan welcomed the attendees.

**PUBLIC COMMENT  
PERIOD:** Update regarding possible sub-tenants at the old Sports Authority building, across from Sam's club. Reynolds & Brown is in discussions with potential sub-tenants. Airport staff will give an update once Reynolds & Brown has chosen a sub-tenant.

**APPROVAL OF  
MINUTES:** Moved by Maurice Gunderson; seconded by Mike Bruno. Approved Yes: Emily Barnett, Roger Bass, Keith McMahon, Derek Mims, Ronald Reagan, and Russell Roe. No: None. Abstained: None. Absent: Tom Weber.

**APPROVAL OF  
CONSENT ITEMS:** Moved by Maurice Gunderson; seconded by Roger Bass. Approved Yes: Emily Barnett, Mike Bruno, Keith McMahon, Derek Mims, Ronald Reagan, and Russell Roe. No: None. Abstained: None. Absent: Tom Weber.

## DISCUSSION/ACTION ITEMS:

### a. Discussion of Items Pulled from Consent

### b. Discuss the Next Steps and Implementation for the Strategic Planning Project

Contra Costa County Airports (the Airport) implemented a strategic plan about 10 years ago, hitting all the milestones that were set. Now, the Airport is working on the next set of milestones for the next ten years. Airport staff is currently in the last portion of the strategic plan. The anticipated outcome would be to refine priorities; set goals and benchmarks, then bring back to the AAC for guidance and suggestions.

### c. Discuss Forming Working Committee for Rates and Charges, Airport Needs Two (2) Members from AAC

This is a correlation of the strategic planning process and the Economic and Development Incentive Program (EDIP). Airport staff is heavily looking into ways to be more competitive for two reasons: 1) to retain the Airport's tenant base and 2) to attract new people and businesses to our airports. Some of the items the Airport is looking into updating are the current rates and charges, more specifically, the hangar rental rates. The Airport's current rates and charges are outdated. It is time to update them, including more line items for different activities other than hangar charges. Airport staff is requesting to have two volunteers from the AAC to work with staff to discuss the various options. The makeup of the working group would consist of volunteers from the Airport's tenant base, the AAC, and Airport staff. Maurice Gunderson and Keith McMahon volunteered to be on the working group.

### d. Discuss the Updated Report on the Sustainable Farm Project

Michael McGill, Board Member of the Central Contra Costa Sanitary District (CCCSD), but attending the meeting as a private citizen, gave an update on the Sustainable Farm project. The Lease was signed July 3, 2014 between AgLantis and CCCSD. The use permit from Contra Costa County Department of Conservation and Development (DCD), after processing through the Airport Land Use Commission (ALUC), was issued on December 21, 2015. There are 61 conditions attached to the land use permit, and the lessee is currently in the process of working through those conditions. They are also in the process of doing fire suppression weed control, and are using techniques that help add organics to the soil, because the soil is very sterile.

A greenhouse has been donated by Agratech. The greenhouse is about an eighth of an acre, or 6,000 square feet inside and worth about \$100K. Recently, the Contra Costa County Board of Supervisors earmarked \$50K towards the construction of the greenhouse. John F. Kennedy University donated \$10K this year, and pledged \$10K over the next two years, also towards construction of the greenhouse. Fencing, recycled asphalt, and mulch have been donated towards construction. About another \$50K is needed to install the greenhouse, and another \$50K on top of that related to equipment and replacement parts. Greenhouse construction will begin late this summer to early fall, in order to beat the rains. Official target operation date of the greenhouse is in summer of 2018, with another year until there is real-life field activity.

**e. Discuss the 2017 AAC Tenant Appreciation Program and Process**

Ronald Reagan asked for input from the AAC regarding the process of how to select candidates for the AAC Tenant Appreciation Program. In the past, there have been challenges when it came to selecting a candidate, simply because the same candidates are nominated every year. The AAC needs to figure out ways to reach out to more organizations and businesses on the Airports. It was suggested that a working group should be formed to provide input and suggestions. Mike Bruno volunteered and Tom Weber was appointed by the AAC to be on the working group. An update will be provided at the next AAC meeting.

**Moved by Ronald Reagan; seconded by Mike Bruno. Approved Yes: Emily Barnett, Roger Bass, Keith McMahon, Derek Mims, and Russell Roe. No: None. Abstained: None. Absent: Tom Weber.**

**f. Discuss the Update Regarding the Runway Taxiway Echo/Kilo Project, Tentative R-Start Date for Construction is Friday, June 23, 2017**

Because of rainy weather, the Taxiway Echo/Kilo project had to come to a halt. In late May 2017, a slurry seal will be put on the remainder of Taxiway Echo, near the approach end of the 19R Runway. Construction will then continue on Taxiway Kilo, across from the main Runway, which will be done within a two day operation. In order to keep the Runways up and running as quickly as possible, the grinding work will begin Friday, June 23, then, finishing up with the asphalt work on Saturday, June 24. Painting will be finished by the following week.

**g. Discuss the Update Regarding the Design Analysis Options for Runway 14L/32R Reconstruction and Overlay Project, Expected Construction to Start June 2018**

Buchanan Field's secondary Runway 14L/32R overlay project is currently in the design analysis process. Our consultants are doing the preliminary analysis, and have identified four pavement design options:

1. **Cold In-place Recycling (CIR) & Asphalt Concrete (AC) Overlay:** Involves cold-milling 1-inch to and performing a CIR to construct a new 2-inch overlay. The approximate value cost for this alternative is \$4.3 million and would take approximately 39 days to complete.
2. **AC Pavement Mill and Fill:** Involves grinding 3-inches of asphalt and constructing a new 4-inch overlay. The approximate value costs for this alternative is \$5.5 million and would take approximately 30 days to complete.
3. **AC Pavement Reconstruction:** Involves full depth removal of existing pavement and the construction of a 4-inch Hot Mix Asphalt (HMA) surface course. The approximate value cost for this alternative is \$7.5 million and would take approximately 82 days to complete.
4. **Portland Cement Concrete (PCC) Pavement Reconstruction:** Involves full depth removal of existing pavement and the construction of a 9.5-inch PCC pavement surface course. The approximate value cost for this alternative is \$10 million and would take approximately 82 days to complete.

The differences in all four alternatives are cost, timing and ultimately what the Federal Aviation Administration (FAA) will approve/pay for. Alternative 1 would be the most environmentally friendly. The only issue is that this alternative is not an FAA approved process. There was concern regarding the difference in longevity compared to the costs. All alternatives are designed for a 20-year lifespan. Given California weather, the lifespan of the runways would last up to 50 years if maintained properly.

**h. Discuss the AAC, At-Large, Working Group Update**

The AAC, At-Large working group has been working to address the issue of the At-Large seats on the Committee. There are currently three At-Large seats. The working group met on April 10<sup>th</sup> and consisted of four members from the AAC, 2 Airports staff, and 1 District Representative from District IV. The working group came up with the following suggestions:

1. Clarify the definition of the At-Large seats to represent the general community and to specifically exclude people who have a business relationship on the Airports
2. Change the approval process of the At-Large position, which is currently made by the Internal Operations Committee (IOC). The IOC presently does not have a Supervisor on it that has many dealings with the Airports
3. Convert one of the seats to be a City of Martinez representative

Airport Committee Vice Chair Supervisor, Karen Mitchoff reviewed the recommendations and thanked the working group for all their hard work. Supervisor Mitchoff determined that the By-Laws should remain unchanged.

**FUTURE AGENDA ITEMS/COMMENTS**

- Discuss the Tenant Appreciation Program, Working Group Update
- Construction Update Regarding the Design Analysis Options for Runway 14L/32R Reconstruction and Overlay Project, as Detailed in Engineering Report

**ADJOURNMENT:** The meeting was adjourned by the Chair at 10:58 AM.